



CONTROL # _____ RECEIPT # _____ POCKET CARD # _____

DATE RECEIVED: _____ DATE BOARD APPROVAL _____

DATE CE REQUIREMENT BEGINS OR 2 YEARS FROM APPROVAL DATE: _____

SUPERVISOR / TRAINEE REGISTRATION FORM

EFFECTIVE SEPTEMBER 1, 2007 AMENDED JULY 17, 2008

NEBRASKA REAL PROPERTY APPRAISER ACT §76-2228.01 AND NAC TITLE 298 CHAPTER 5
TRAINEE APPRAISER CLASSIFICATION BECOMES EFFECTIVE JANUARY 1, 2008
EACH TRAINEE APPRAISER APPLICANT AND SUPERVISOR SHOULD BE FAMILIAR WITH THE
REQUIREMENTS AND UNDERSTAND THE OBLIGATIONS FOR THE TRAINEE AND THE SUPERVISOR:

- (1) The supervising appraiser must be a certified appraiser in good standing during the period of supervision.
- (2) The supervising appraiser must be certified as an appraiser for a minimum of two years immediately preceding the date on which the supervision began.
- (3) The supervising appraiser must maintain responsibility for supervision of the trainee. The supervising certified appraiser shall be responsible for the training, guidance, and direct supervision of the appraiser trainee by:
 - a. Accepting responsibility for the appraisal report by signing and certifying the report complies with USPAP.
 - b. Reviewing and signing the appraiser trainee appraisal report(s); and
 - c. Personally inspecting each appraised property with the appraiser trainee until the supervising certified appraiser determines the appraiser trainee is competent, in accordance with the Competency Rule of USPAP for the property type.
- (4) The supervising appraiser cannot supervise more than three appraiser trainees, or any combination of these, at the same time.
- (5) Although a supervisor can have only three appraiser trainees at any given time, an appraiser trainee can have more than one supervisor.
- (6) An appraisal log shall be maintained by the appraiser trainee and the supervising certified appraiser jointly in accordance with standards set by NAC Title 298, 001.01L.
- (7) Application for a supervisor must be submitted on the Board-approved form, Supervisor Trainee Registration, and include verification of successful completion of the Appraisal Foundation's National USPAP Update course or its equivalent, on initial application and every other year thereafter.
- (8) All appraisal work completed by an appraiser trainee shall be prepared in compliance with USPAP and the administrative rules, regulations, and statutes.

- (9) An appraiser trainee may assist in the preparation of any and all components of the appraisal.
- (10) An appraiser trainee may not solely sign or issue an appraisal report.
- (11) Any appraiser trainee who has provided professional assistance to a supervising appraiser who is signing and issuing the appraisal report must be identified in the report and the extent of the assistance provided must be disclosed in the report.
- (12) The appraiser trainee shall be entitled to obtain copies of appraisal reports he or she prepared. The supervising certified appraiser shall keep copies of appraisal reports for a period of five years, or at least two years after final disposition of any judicial proceeds in which the appraiser provided testimony related to the assignment, whichever period expires last.
- (13) When inspecting a property, the appraiser trainee must not misrepresent their status and at all times clearly identify themselves as an appraiser trainee.
- (14) The scope of practice for the appraiser trainee credential is the appraisal of those properties which the supervising appraiser is permitted by his or her current credential and that the supervising certified appraiser is qualified and competent to appraise.
- (15) An appraiser trainee will only be granted experience credit if they have demonstrated that they have provided substantial professional real property appraisal assistance that is USPAP compliant.
- (16) A trainee supervisor may be suspended or revoked if the Board determines that the supervisor has failed to directly supervise an appraiser trainee as required by NAC Title 298 Chapter 5. For example, enforcement action can be the result of allowing a trainee to independently complete an assignment and signing off on the assignment without fulfilling the outlined responsibilities of a supervisor.
- (17) A trainee supervisor agreement may be terminated by the supervisor or the appraiser trainee by submitting a written request to withdraw their application to the Board and cease supervising or being supervised. The effective date of termination or disassociation will be part of the notification and will not be retroactive to notification. All credit for experience will cease on the effective date.
- (18) The appraiser trainee shall be subject to direct supervision by a supervising appraiser that holds a current certified credential in good standing in the State of Nebraska.
- (19) Submit the completed application form with the appropriate application fee to the Real Property Appraiser Board (Adopted 4.22.2010). Application submission and fee is required only once but you must submit a Supervisor Trainee Registration form for each supervisor.

Nebraska Real Property Appraiser Board

SUPERVISOR TRAINEE REGISTRATION

Nebraska Trainee Real Property Appraisers are required to report the name of each supervising appraiser to the Nebraska Real Property Appraiser Board. Please have each supervisor complete this form and send it to the Nebraska Real Property Appraiser Board office **prior to** the supervision of a trainee by a certified real property appraiser. The effective date of association (reporting or adding a supervisor) or disassociation (removing a supervisor) will be the date your request is received by the Nebraska Real Property Appraiser Board, or the date declared on the form, whichever is later. Dates of association and disassociation **cannot** be retroactive. A supervising certified real property appraiser may not supervise more than **three** appraiser trainees at one time. An appraisal log shall be maintained by the appraiser trainee and the supervising certified appraiser jointly.

All items must be completed. If any item is not applicable, indicate "N/A." Supervisors or appraiser trainees may not attach a resume in lieu of completing this form. Confirmation of accuracy and signature will be substantiated by this office.

Supervisor's Name: _____

Business Address: _____

Nebraska Certified No. _____

Please Print

Supervisor's Level of certification (circle one):

Certified-Residential

Certified-General

If the association between the appraiser trainee and supervisor is discontinued for any reason, the appraiser trainee must notify this office in writing immediately.

The following is to be completed by the Supervisor.

- (1) Have you had any disciplinary action taken against your credential as a certified real property appraiser in Nebraska or any other state within the past two years? (circle one)

Yes

No

- (2) If you answered yes to the Question 1, did the disciplinary action include an active suspension or revocation? (circle one)

Yes

No

N/A

- (3) Are there currently any investigations, complaints or charges pending against you as a certified real property appraiser in Nebraska or in any other state or jurisdiction? (circle one)

Yes

No

If any of the answers above are "yes," provide a copy of the legal disposition and any other documentation regarding the case(s). You must also provide a complete written explanation of each action.

List all states in which you are credentialed:

CERTIFIED APPRAISER SUPERVISOR

I hereby state that I have fully read and understand the questions presented in this Trainee Supervisor Registration and have answered all questions truthfully and completely. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial or withdrawal of my right to supervise appraiser trainees. I understand that I must comply with the administrative rules regarding supervising appraisers.

I declare and affirm under the penalties of perjury that this Trainee Supervisor Registration form has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Supervising Appraiser's Signature

Date

APPRAISER TRAINEE

I understand that it is my responsibility to report each supervising appraiser. I understand that I must have each supervisor complete this Supervisor Registration form and I must submit the completed form to the Nebraska Real Property Appraiser Board. An appraiser trainee cannot receive credit for the same assignment from two different supervisors. Experience credit can only be given for performing duties to produce a USPAP compliant report.

I declare and affirm under the penalties of perjury that this Trainee Supervisor Registration has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Appraiser Trainee Name: _____
Please Print

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

Appraiser Trainee Signature

Date

Mail this completed Supervisor/Trainee Registration to:
Nebraska Real Property Appraiser Board
301 Centennial Mall South, Lower Level
Lincoln, Nebraska 68509-4963

If you have any questions, please call Kitty Policky at 402.471.9015. All forms may be printed from the website
@ www.appraiser.ne.gov.